



Common Council Meeting Minutes
Tuesday, January 18, 2022, at 6:30 p.m.
Chilton City Hall – Council Chambers – Lower Level
42 School St., Chilton, WI 53014

Pursuant to Section 19.84(2) and (3) of the Wisconsin State Statutes, notice is hereby given to the public, to the Tri-County News, the official newspaper of Chilton, and to those news media who have filed a written request for this notice that a meeting of the above-referenced was held at the date, time and location listed above.

This meeting was conducted both in the Council Chambers at City Hall and via remote conferencing due to a State of Emergency and federal, state, and local guidance on gatherings. Members of the public may join meeting through a Zoom link or call +1 312 626 6799 US (Chicago), Meeting ID: 970 4854 9352, Password: 434719.

Notice is hereby given that a majority of the Common Council of the City of Chilton, or a standing committee of that body were present at this meeting to gather information about the subject matter which they have decision making responsibility.

The above governmental body met to discuss and possibly act on the following agenda items as set forth below:

The regular meeting of the Chilton Common Council held at the Chilton City Hall was called to order at 6:30 p.m. by Mayor Tom Reinl.

ROLL CALL:

Council members Andrew Deehr, Ron Gruett, Peggy Loose, Joe Schoenborn, Kathy Schmitzer, Jon Kragh, Jeff Moehn, and Robbie Seipel were present at roll call.
Other city officials present were Mayor Tom Reinl, DPW Chris Marx, City Administrator David DeTroye, Police Chief Craig Plehn, and Attorney Gary Jahn.
Also, in attendance Rick Jaeckels and Dan DeTroye. Becky Binz of MSA joined remotely.

Those in attendance recited the Pledge of Allegiance.

AGENDA: Motion by Schmitzer, seconded by Moehn and carried by unanimous voice vote to approve the Common Council Agenda for January 18, 2022, as presented.

CORP (Comprehensive Outdoor Recreation Plan) Presentation/Review – Becky Binz – MSA Professional Services – Becky joined the meeting remotely to give an overview of the Draft CORP plan. The CORP plan is a five-year plan to guide the city with development in parks and assist with grant writing. Becky solicited future input from the council, and it was decided that all information should be returned to the City Administrator by February 2, 2022. Binz went on to describe next steps in the process and the opportunities that exist for the city. Final approval of the CORP plan is slated for February 15, 2022.

Mayor Reinl made mention that he is working with the City Administrator on funding mechanisms that would/could allocate funds for future park improvements.

REPORT OF OFFICERS:

Mayor – Tom Reinl –

- Mayor Reinl offered congratulations to Chief Craig Plehn and the Chilton Police Department for receiving another accreditation through the State. Chilton was one of only four small departments in the state to receive the accreditation. Plehn added the award was for mastery of policy and procedures of officers.

- Mayor Reinl authorized the public works crew to try and restore the lights that shine on the ice rink located on the Lake Chilton.
- Mayor Reinl shared the plaque that was presented to him and the city on behalf of the Daughters of American Revolution honoring Catherine Stanton as a prominent woman of history and the development of the City of Chilton.
- Mayor Reinl approved of and had Administrator DeTroye read a proclamation for School Choice Week January 23 – 29, 2022.
- Mayor Reinl, DPW Marx, and Administrator DeTroye met with Kaytee personnel to discuss on-going facility operations.

CITY ADMINISTRATOR - David DeTroye –

- McMahon and Associates has completed the initial plans for the Police/Fire/City Hall Facility Study and are now in the process of completing opinions of probable costs. We are expecting the results of the findings (costs) in late January or early February.
- The draft bylaws for the creation of the Police and Fire Commission have been completed by Administration and Police Department and are now in the hands of Fire Chief Ben Schoenborn. Commission appointments will be made by Mayor Reinl with the April election and will need to be approved at the 4/19/22 council meeting. Commission activity will begin in May of 2022.
- Municipal Ordinance code has been revised again and is being Tran scripted for the final revisions. Hoping to be complete and functioning by the end of March.
- LOSA (Service awards for Fire Department) are complete, and year one contributions were sent to PenFlex. Twenty-one members of the fire department enrolled and earned matching funds from the state.
- Quotations are not returning favorable for the updates to the city web page. It will be a work in progress as we search for a provider that has a reasonable price associated with allowing residents to subscribe for notifications.
- Dairyland Update – Developer's agreement for approval tonight for the 24-lot development. If approved closing on land would be prior to January 31st. Public Works assisted last week with location of lot-lines and utilities to facilitate digging two basements in early February.
- Closing is scheduled for April 1, 2022, on the land for the SC-Swidorski multi-family development.

DIRECTOR OF PUBLIC WORKS – Chris Marx –

- Snow and Ice Control is ongoing, no major breakdowns or trouble to this point in the season. Road salt supply looking fine, use rates are a bit below average. Tree Maintenance underway, including parks, river walk, library, and utilities.
- Utilities are finalizing end of year reports. Crossover operator spent much of December and January at utilities, training and covering for employees on leave. Wastewater Rate Study, Lift Station Evaluation and WWTP Immediate Needs Design are all in progress. Well #7 Electrical Service evaluation is nearly complete, waiting on estimates from WPS for final report.
- Former Chilton Plating Property environmental assessment is nearing completion. Final Report and Summary are being completed by Sigma Environmental, final draft scheduled to be available the week of Feb. 7th. Stantec has finished their portion for the property on the South side of E. Main Street.

Minutes: Motion by Deehr, seconded by Schmitzer and carried by unanimous voice vote to approve the minutes of the council meeting held on December 21, 2021.

Operator Licenses – None

December 2021 Financial Report – Motion by Schmitzer, seconded by Loose and carried by unanimous voice vote to approve the December 2021 Financial Report.

Payment of Bills: Motion by Deehr, seconded by Moehn to pay all bills.

Roll Call Vote: Deehr, Gruett, Moehn, Schoenborn, Loose, Schmitzer, Kragh, and Seipel all cast Aye votes. 8 – 0 motion carried.

Audience Participation: None

New Business:

1. Developers Agreement – Hofkens Inc. – Dairyland Estates – Administrator DeTroye read through the agreement and made mention of the development requirements set forth. Twenty-Four (24) new single-family homes are to be constructed in the next three years under the agreement between Hofkens and the city. Motion by Loose, seconded by Deehr to approve the developer's agreement between the City of Chilton and Hofkens Inc. Roll Call Vote: Deehr, Gruett, Moehn, Schoenborn, Loose, Schmitzer, Kragh, and Seipel all cast Aye votes. 8 – 0 motion carried.
2. Squad Computer for Police Department – Baycom – this computer was a budgeted item to replace existing dated equipment. Motion by Deehr, seconded by Gruett to approve the purchase of a new squad computer from Baycom for \$3,455.00. Roll Call Vote: Deehr, Gruett, Moehn, Schoenborn, Loose, Schmitzer, Kragh, and Seipel all cast Aye votes. 8 – 0 motion carried.
3. 2021 Year-End Account Appropriations – approval needed for end-of-year non-lapsing fund transfers. Motion by Schmitzer, seconded by Loose to approve 2021 account appropriations. Roll Call Vote: Deehr, Gruett, Moehn, Schoenborn, Loose, Schmitzer, Kragh, and Seipel all cast Aye votes. 8 – 0 motion carried.
4. Security Awareness Training and Implementation – Heartland Business Systems – Additional cyber security insurance is needed by the city. To qualify for additional coverages, training is a requirement. Additional training is required of all employees who use the city email system. The additional costs for training and implementation will be divided amongst the departments of the users. Motion by Schmitzer, seconded by Loose to approve the statement of work from Heartland Business Systems for \$1659.60 for security awareness training and implementation. Roll Call Vote: Deehr, Gruett, Moehn, Schoenborn, Loose, Schmitzer, Kragh, and Seipel all cast Aye votes. 8 – 0 motion carried.

Committee Reports: General Government – Kathy Schmitzer Chair –

1. Residential Building Inspection Escrow – Schmitzer informed the council that less than 1/3 of the residential building permits that were taken out in 2021 received a final inspection and were considered closed out by the building inspector. Many of the permits are for small projects that only require a final inspection. The inspector is paid whether the inspection was completed or not, and it is the responsibility of the homeowner or contractor to call for inspection. Often, inspections are not required for occupancy so there is not an urgency to call for the inspection. Administrator DeTroye recommended adding a final inspection escrow of \$50 to every application which would be refunded upon final inspection. A brief discussion ensued as to the need for the fee. Safety being the biggest concern, it was discussed that all projects need inspections for the benefit of the city as well as the homeowner. Motion by Schmitzer, seconded by Gruett to approve a \$50 refundable residential building permit inspection escrow. Roll Call Vote: Gruett, Moehn, Schoenborn, Loose, Schmitzer, Kragh, and Seipel all cast Aye votes. Deehr Nay. 7 – 1 motion carried.
2. Trick or Treat Dates – 2022 – 2024 - For proper planning the city prefers to have three years of dates selected in advance for Trick or Treating. A recommendation was given by Administration for October 30, 2022, October 29, 2023, and October 27, 2024, for future Trick or Treat dates in the City of Chilton. All times are 3 pm. to 5 pm. Motion by Deehr, seconded by Seipel to approve the future Trick or Treat dates as presented. Discussion ensued as to whether the activity could be done at night. Safety concerns were addressed. Past activity and dates were also discussed, and it was the consensus that Sunday was an effective date. Roll Call Vote: Deehr, Gruett, Moehn, Schoenborn, Loose, Schmitzer, Kragh, and Seipel all cast Aye votes. 8 – 0 motion carried.

Committee Reports: Public Works – Joe Schoenborn Chair –

1. Traffic Control Expenditures – Schoenborn informed the council that price increases and new costs have arisen for the replacement of the traffic control signals at Chestnut & 151 as well as Madison and 151. The price increase for the project created a \$307 shortfall from what was budgeted for in the 2022 budget. A second component consists of additional (non-cabinet work) that would repair many other broken or damaged pieces to the signal system. Additional quotes for non-cabinet repairs totaled \$4,248.00. Lastly, Brantmeier Electric would be needed to remedy some electrical issues at the Madison and 151 intersection. The price for the electrical upgrade was \$1,574.00. All told the price increases totaled \$6,129.00 and DPW Marx suggested the orders and work should be completed all at one time. The funds could be taken from the street marking and sign account #53305-821. Motion by Deehr, seconded by Schoenborn to approve additional expenditures of \$6,129.00 for completion of all traffic signal upgrades and take funds for the project from fund # 53305-821. Roll Call Vote: Deehr, Gruett, Moehn, Schoenborn, Loose, Schmitzer, Kragh, and Seipel all cast Aye votes. 8 – 0 motion carried.
2. Plow Equipment Purchase for 2023 Plow Chassis – Schoenborn informed the council that the truck chassis manufacturer has requested which vendor is supplying the plow components, as there are some specific nuances during manufacture of the chassis for different equipment packages. DPW Marx had received two quotes for the plow components and is recommending Monroe Equipment as they are the lower of the two quotes and because Monroe Equipment is locally owned by Aebi Schmitt. All funds for the truck have been budgeted for in 2021 as well as 2022. Motion by Loose, seconded by Deehr to approve the purchase of the plow truck components from Monroe Equipment for the price of \$89,307.00. Roll Call Vote: Deehr, Gruett, Moehn, Schoenborn, Loose, Schmitzer, Kragh, and Seipel all cast Aye votes. 8 – 0 motion carried.
3. Resolution # 1880 – Special Charges Resolution for 605 S. State Street – Schoenborn informed the council that the owner of the property at 605 South State Street, would like to exercise the option of replacing water and sewer laterals to the property and have the city involved with the project and set-up financing for the charges. The Council passed a resolution in 2021 that gave property owners the option of utilizing the City for financing of non-major utility work. Scott Lamers Construction is to perform the work at a cost of \$7,950.00. Motion by Moehn, seconded by Loose to approve Resolution # 1880 and wave the reading. Roll Call Vote: Deehr, Gruett, Moehn, Schoenborn, Loose, Schmitzer, Kragh, and Seipel all cast Aye votes. 8 – 0 motion carried.

Communication:

1. Library Agendas & Minutes were distributed.
2. Chilton Housing Authority Agenda & Minutes were distributed.
3. December 2021 Building Permits and Inspector Report was distributed.

Adjournment: Motion by Schmitzer, seconded by Loose to adjourn at 7:49 pm.
Unanimous voice vote and carried to approve.

Meeting Minutes Prepared by:
David DeTroye
City Administrator/Clerk/Treasurer